Iowa Department of Education
Grimes State Office Building
Des Moines, Iowa 50319

Request for Iowa Four-Year College/University Performance Assessment System Funds

College/University name: _Luther College_____

Program Contact Person:

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    Title __Head, Department of Education

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Statement of Assurances

Should a Performance Assessment System Award be made to the applicant in support of the activities proposed in this application, the authorized signature on the cover page of this application certifies to the Iowa Department of Education that the authorized official will:

1. Upon request, provide the Iowa Department of Education with access to records and other sources of information that may be necessary to determine compliance with appropriate federal and state laws and regulations;
2. Use grant funds to supplement and not supplant funds from nonfederal sources.

Certification by Authorized or Institutional Official:
The applicant certifies that to the best of his/her knowledge the information in this application is correct, that the filing of this application is duly authorized by the governing body of this organization, or institution, and that the applicant will comply with the attached statement of assurances.

Dr. Richard L. Torgerson   President, Luther College_____
Typed or Printed Name of Authorized Official   Title

_____   _____
Signature of Authorized Official   Date

Please submit both electronically and hard copy to Barry Wilson, TQE Assessment Team Leader, Dept. of Ed. Psych. & Foundations, UNI, Cedar Falls, IA by May 1, 2008.

Process for Procuring Grant Funds:

1. Submit Grant Request Package; Postmarked by May 1, 2008
   Grant Request Package Contents:
- Request for Performance Assessment System Funds Cover Page
- Action Plan
- Budget

2. Grant requests will be reviewed by the Assessment Committee, the Leadership Team, and the Iowa Department of Education.

3. Institution will be notified of a grant award by May21, 2008

4. Contracts for awardees will be developed by the Iowa Department of Education upon notification to the IHE of the award.

5. It will take 30 days after the award notification for a contract to be executed and fully approved. This would be as per a June 1 notification.

6. Payments cannot be released until a contract is fully approved with all signatures.

7. Institutions should not incur costs before a contract is approved and plan accordingly.

8. To acquire each payment, an IHE must submit an invoice or letter with an original signature requesting funds. This is necessary for the release of each payment – fifty percent, forty percent, and final ten percent.

9. An Interim report must be submitted with an invoice by January 15, 2009. NOTE: an awardee will not receive the forty percent payment unless the Interim Report budget indicates that the first fifty percent has been spent.

10. A Final report must be submitted with an invoice by December 15, 2009

11. A report form or template is attached with this RFP. Please use it for the Interim and Final Reports. The form includes a narrative and budget.

The grant application and interim and final reports must be submitted electronically in addition to hard copy.

Criteria for Performance Assessment System Awards:

Grant funds are available for use by recipients for purposes including but not limited to faculty development and training, design or modification of performance tasks, procedures for assuring reliability and validity of assessments, database software or hardware to facilitate data management and reporting, and technical services including programming support.

Funds may be used for expenses such as: faculty release time, personnel for clerical work, travel, lodging and meals, consultants, hardware, and materials including software. Four year colleges or universities that receive significant numbers of transfer students from community colleges are encouraged to include funding for providing feedback to two-year institutions on the performance of their graduates.

I. Context

Describe current program including number of teaching candidates graduated per year and number of full-time and part-time faculty teaching education courses. Indicate any unique features of the program that will help reviewers better understand your assessment needs. If you received a previous assessment system award, attach a copy of your final report or summarize results of your first year of work.

The Luther College Department of Education has been actively engaged in developing its electronic portfolio and assessment data management systems. Following the reaccreditations visits of NCATE and the State of Iowa in September 2005, the college education department committed itself to developing data aggregation and reporting capabilities. The college has been granted TQE Assessment monies for the last two years, and has used that funding to build an electronic assessment system.

Luther has worked closely with three other Iowa colleges that use Datatel for their institutional data management system. Chalk & Wire, an assessment data company was engaged to create a system that would interface Datatel and the C&W databases. The system is currently running, and students are enrolled in it. In other words, the raw data is being collected, and data aggregation and analysis is beginning.

Last summer, two Luther staff members attended the Chalk & Wire conference in Baltimore, MD, to be introduced to new data reporting functions of the software. Since then the company has updated the utility so that it is more powerful; once again staff will attend a training this summer or fall ('08) on this new system.

Luther is continuing to bring students into C&W. These accounts are partially funded by the grants. All students entering the education program in or after January '07 are required to enroll in C&W.

At the end of the third year of TQE grants we will be fully operational, both in terms of student accounts and data analysis and reporting. We have plans in place for shifting from the present subsidized student accounts to account payments that are fully sustained by Luther College.

II. Project Narrative *(1-2 pages describing how you will use the funds) A synopsis of the project narrative will be reflected in the Action Plan. Be sure that what you request in the new award is distinct from what was requested in any earlier TQE award.   Your timeline for grant activity should not extends beyond December 15, 2009.*
The first two rounds of funding from the TQE Assessment grant provided Luther with very positive progress in creating e-portfolio and assessment systems that can aggregate and disaggregate data for the purposes of student performance analysis and program improvement.

In the period covered by the next round of funding, we will need to do the following:

Continue to enroll current students and transition "bridge" students through the program using a combination of eportfolio and hard copy documents. By the end of the next year, all students in the education program will be in the eportfolio system.

For the last four years, Luther education students have been storing assessment ratings for artifacts in LINCS, an assessment database built at Luther in MS Access. We will continue to transfer into eportfolio a certain amount of LINCS data from senior students. This is a task the departmental administrative assistant will undertake with student help.

We have, with the help of the last grant, created a helpdesk and "Ed Tech" student staff to assist new enrollees in Chalk & Wire. We will continue this service, training new student staff members, and adding hours to their work schedules. In addition, our administrative assistant will continue her training in the reporting functions of C&W both online and via meetings with the company's staff. She will also continue her training of faculty in both electronic assessment and aggregation features of the software.

In addition to the helpdesk service, we will continue to provide workshops for groups of students who sign up for them. These workshops, which have been very effective so far, will run at least every two weeks in the early months of the academic year, and then will take place intermittently and on an as-needed basis.

We have now reached the point where data aggregation and analysis becomes possible. This summer ('08) administrative staff will continue to learn the system and its recent updates, and will generate the aggregations/disaggregations that have been the goal of the project from its outset.   We will continue to use administrative time to focus our reporting needs and to develop the facility to produce effective reports.

Once again we will send staff to the national conference to meet with other C&W institutional users and also to the company's training center for one-on-one instruction in recent developments. Meetings with other institutional users of the system will also be useful as we continue work on refinements to our assessment program.

We have come a long way toward integration of eportfolio into the regular operations of the education program and students will are regularly using the system. They seem to take to it without any resistance or serious difficulties. We look forward to the complete enrollment of the students into eportfolio.

III. Action Plan –

Goal	Objectives	Action Steps	Person(s) Responsible	Timeline	Budget Request
Transfer remaining data to Chalk & Wire	Complete transfer of senior data	Set office work time for data entry	Department administrative assistant	Completed by August 15, 2008	(see budget request)
Continue student staff training and helpdesk operation	Train student workers	Training sessions	Administrative assistant	Ongoing	(see budget request)
Train adjunct faculty in C&W	Small group and individual training	Workshops	Administrative assistant and student helpdesk	Ongoing	(see budget request)
Continue to integrate students into eportfolio	Ongoing training of new students in eportfolio	Workshops	Administrative assistant and student helpdesk	Ongoing	(see budget request)
Generate aggregation/ disaggregation reports in CW Reporter II	Produce program evaluation reports	List and generate reports	Department head and admin assistant	By August 15, 2008	(see budget request)
Program review using assessment reports	Begin data-driven program improvement	Department meetings on reports	Department head	Beginning fall semester 2008	

IV. Sustainability Plan. *Write a clear succinct plan (1 to 3 pages max) for how the work will continue to fully meet the requirements of Chapter 79 for assessment systems. Describe how your institution plans to sustain the performance assessment system when TQE grant support is no longer available. Some considerations you may want to address include plans to finance sustainability and the capacity you have to sustain the work you have completed.*

The Luther College Education program has planned from the beginning of the TQE grant to sustain its assessment project without needing outside support. We will be prepared in the next academic year to continue the electronic assessment project as a stand-alone campus endeavor. Students will subscribe and obtain eportfolio accounts, data analysis will be run by department staff, and accreditation reports will be assembled by faculty and staff for qualitative review of the program

Starting January '09, students will be charged an eportfolio fee that will cover their entire subscription cost. This fee will be assessed along with their first-year clinical placement fees. At the end of their January placements we will set up their accounts, and the students will have access to C&W for their current classes and for the rest of their programs in education. Their program concludes with the

presentation of a professional portfolio, which will be submitted online to faculty evaluators. This system has already started to become an integrated part of department operations, and we anticipate that within the next year, it will become a familiar routine for all students and faculty.

Luther College has committed resources to this project in the following forms:
Faculty, Administrative, IT staff salaries and benefits
Certification Officer salary
IT/Datatel support
Student college funded work
Phone
Photocopies
Postage
Supplies
Computer
Email

V. Budget Requests

Personnel		
Wages	$3642	
Expenses (Travel, Meals, Lodging)	$4000	
Professional Services/Professional Development		
Fees	$4000	
Expenses (Mileage, Meals, Lodging, Room Rental)	$2000	
Software	$8975	
Hardware		
Supplies and Materials		
Phone/Mail		
Other – specify:		
Other – specify:		
Total	$22617.00	

VI. Budget Narrative: *Note that the objective of the grant is to bring all programs up to standard over the life of the grant. Funding this year will be made up to $20,000. To receive the maximum award, your proposal should demonstrate either great need or great complexity/size of program as well as prudent use of any previous awards and a clear plan for sustainability.*

Wages: Administrative Assistant during semester = 10 hours/week for 12 weeks or 120 hours at 12.14/hour. Total: $1456.80. Administrative Assistant during summer = 15 hours/week for 12 weeks or 180 hours at 12.14/hour. Total: $2185.20.

Expenses: Faculty and IT staff meeting with Iowa Datatel collaborative group (Simpson, Grandview, Central): $1500. Administrative staff meetings with college/university C&W users: $500. Attendance for three faculty/staff at annual conference, Little Rock, summer 08 = $2000.

Fees: One-on-one reporter training, Niagara Falls, Fall 08 = $4000.

Expenses: Travel to Niagara Falls, $2000.

Software: Purchase of student accounts in C&W spring/fall '08 = 100 accounts @ $89.75. Total: $8975.